

Wayne County Correctional Facility

Job Description

TITLE: Director of Inmate Services
DEPARTMENT: Administration
REPORTS TO: Deputy Warden

Job Summary: (Role and Mission Summary)

The Director of Inmate Services oversees, develops, and assists in delivering treatment, rehabilitative, educational, and recreational programs to the Wayne County Correctional Facility.

Essential Job Functions:

Wayne County Correctional Facilities Drug and Alcohol Treatment Services Program

Coordinator:

The Director of Inmate Services is responsible for making recommendations on which inmates meet specific requirements to participate in the Treatment Program, coordinating which inmates will be assessed for treatment with the Wayne County Drug and Alcohol Commission and PATH, and disseminating information pertinent to the program to correctional staff.

Treatment Coordinator for Technical Parole Violators:

The Director of Inmate Services is responsible for making assessments, determining levels of treatment, and overall placement of technical parole violators into programming determined by the Bureau of Treatment Services within the Pennsylvania Department of Corrections.

Volunteer Coordinator:

The Director of Inmate Services is responsible for recruiting, directing, coordinating all activities with facility volunteers; approving program facilitators and coordinating their schedules; coordinating the educational and pastoral programs and activities.

Inmate Evaluations:

The Director of Inmate Services completes an Intake Evaluation Form. This form gathers information relative to their mental health, education level, religion, criminal history, and other pertinent information for placement in the facility's programs.

Inmate Request Forms:

The Director of Inmate Services is responsible for responding to Inmate Request Forms relative to various matters as assigned by the Warden. This may be a verbal or written response.

Notary:

The Director of Inmate Services serves as the Facility Notary.

The Director of Inmate Services performs other duties as directed by the Warden and/or Deputy Warden on an as-needed basis.

Minimum Qualifications Required:

Education and Experience:

A high school diploma or equivalency and bachelor's degree from an accredited college or university in behavioral sciences are necessary. Supervisory experience is highly preferred.

License(s) and Certificate(s):

- A valid driver's license
- Completion of the Department of Corrections Basic Training

Knowledge, Skills, and Abilities:

Knowledge:

- Prison Policy and Procedure
- PA Department of Corrections Minimum Standard and Operational Procedures for County Prisons (Title 37)
- Contemporary office practices and procedures and basic office software products
- Knowledge of inmate rights and due process.
- Knowledge of the criminal justice system.

Skills:

- Computer and data entry
- Organization and public relations
- Time management and multi-tasking
- Interpersonal communications

Abilities:

- Communicate effectively verbally and in writing
- Establish and maintain effective working relationships with individuals, coworkers, other agencies, and the public
- Work in a highly stressful environment
- The ability to counsel inmates and recognize the need for in-depth professional healthcare.
- The ability to act quickly and calmly in stressful situations.
- The ability to perform duties with minimal supervision.
- Work with confidential information

Physical Abilities:

- Sit for extended periods, keyboard, write, hear, speak
- Stand for extended periods
- Bend, kneel, or stoop

- Lift in excess of 20 pounds

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, should be considered.